



FY2023 Military Construction Appropriations Community Project Funding Request Submission Guidance Document

Please review this document prior to submitting your Community Project Funding (CPF) request form. You must submit answers to each question below and provide required documentation for your CPF request to be considered.

The CPF submission form can be found [here](#).

Due Date: 12 PM (Noon) on April 14, 2022

*Note: Projects can only be designated for construction of military facilities. No requests for funding for private or non-profit entities will be considered. Submissions must include proof of community support (see examples below). **The subcommittee will not consider requests for community projects unless they appear on a list provided to Congress by the Secretary of Defense or his/her designee.** Each project request must be for fiscal year 2023 funds only and cannot include a request for multiyear funding. In addition, to be eligible, requested projects must be shovel ready in fiscal year 2023 with 35 percent design complete and must be positioned to have contracts awarded in fiscal year 2023. If individual projects have not been previously authorized, requests must also be submitted to the House Armed Services Committee for inclusion in the FY2023 National Defense Authorization Act. All projects must have a corresponding DD Form 1391. If you have questions about the appropriations community project submission process, please contact NC04CommunityProjects@mail.house.gov to discuss.*

Entity Requesting Funds:

Primary Point of Contact (name, email, phone number, organization address):

Project Priority (if requestor is submitting more than 1 project):

Short Description of the project:

Complete Description of Project, its desired outcome, and how it would benefit the Department of Defense (limit 1000 characters, including spaces):

Which Service is the project for?

Installation Name:

Project Name and Amount:

Is this funding request for major construction, minor construction, or planning and design? Please provide background for your answer.

Is the project on the FY 2023-2027 FYDP? If so, for what Fiscal Year?

Is the project on a Service unfunded requirement (UFR) or unfunded priority list (UPL)?

Is the project a cost-to-complete from a prior year? If so, what year?

Does this project have a DD Form 1391?

If a Reserve Component project, does it require a State funding match?

Is the project at 35% design and shovel-ready in FY 2023?

Can the project funds be obligated within 12 months of enactment of bill?

If construction funding request, has the Environmental Impact Study been initiated?

Was the project previously authorized?

If not, has a corresponding request been submitted to HASC?

Has this request been submitted to any other Members of Congress? If so, which members and who is the staff point-of-contact.

Additional guidance on Community Project Funding requests for eligible accounts:

Proof of Community Support

All submissions may include but are not limited to:

- Letters of support from elected community leaders;
 - Press articles highlighting the need for the requested community project funding;
 - Support from newspaper editorial boards;
 - Projects listed in state intended use plans, community development plans, or other publicly available planning documents;
 - Resolutions passed by city councils or boards; and/or
 - Other compelling evidence of community support.
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Before submitting, please read the below information—

Information on Military Construction Accounts Eligible for Community Project Funding Requests:

Construction and Unspecified Minor Construction— Active Components

Eligible community project requests include both construction and unspecified minor military construction projects for active components. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$6,000,000. The types of projects under this heading include construction, installation, equipment of temporary or permanent public works, military installations, and facilities for the accounts listed: Army, Navy and Marine Corps, Air Force, Defense-Wide Agencies (SOCOM, DLA, etc).

Construction and Unspecified Minor Construction— Reserve Components

Eligible community project requests include both construction and unspecified minor military construction projects for Reserve Components. An unspecified minor military construction project is a project that has an approved cost equal to

or less than \$6,000,000. *Some Reserve Component projects require a State funding match.* Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State match funding before the request can be considered. The types of projects under this heading include construction, expansion, rehabilitation, and conversion of facilities for training and administration for the accounts listed: Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Air Force Reserve.

Planning and Design

The types of projects under this heading include improving facility resilience, study, planning, design, and architect and engineer services for the accounts listed: Army, Navy and Marine Corps, Air Force, Space Force, Defense-Wide Agencies (SOCOM, DHA, etc.), Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Air Force Reserve.

Lists of Eligible Community Projects

The eligible lists of community projects are those that are submitted to Congress by the Secretary of Defense or his/her designee. Projects that only appear on a list or FYDP provided by a base commander will not be accepted. Such lists include:

Future Year Defense Program (FYDP) – FYDP is a projection of the forces, resources, and programs needed to support Department of Defense (DOD) operations over a five-year span. The FYDP is released simultaneously with the President’s budget request. ***The updated document listing projects eligible for FY2023 will be obtainable after the FY2022 full budget rollout, through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.***

Unfunded Requirements/Unfunded Priorities Lists (UFRs/UPLs) – UFRs/UPLs are lists that each Service provides to Congress that identify priority projects which were not included in the President’s budget request. These lists must be approved by the Secretary of Defense. UFRs/UPLs become available to Congress on the date of the President’s full budget release (not skinny budget) and can be found by contacting the Congressional Liaison Offices of the Armed Services.

Cost-to-completes (CTCs) – CTCs are projects that have previously received an appropriation but require additional funding for completion. These lists represent the requirements identified by each Service for the additional funding necessary to complete a project. The lists are approved by each Service Secretary and can be obtained by contacting the Congressional Liaison Offices of the Armed Services.

These lists include projects, ongoing and upcoming, that ensure long-term viability, better readiness, increased resiliency, improved living and working conditions for service members and their families, and significant cost savings in perpetuity.

As indicated above, some Reserve Component projects will additionally require a corresponding State funding match. Please verify said funding before submission. The Committee will not waive match requirements.